

POSITION DUTY STATEMENT

PM-0924 (REV 04/2021)

CLASSIFICATION TITLE Sr Transportation Planner	OFFICE/BRANCH/SECTION Planning & Modal Programs	
WORKING TITLE Homelessness and Housing Solutions Lead (Specialist)	POSITION NUMBER 900-064-4724-919	EFFECTIVE DATE 10/20/2021

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the general direction of the Deputy Director for Planning & Modal Programs, the Homelessness and Housing Solutions Lead, a Senior Transportation Planner Specialist (Sr. TP) is responsible for improving coordination and engagement with state and local partners to identify and support implementation of innovative equity-centered solutions to end homelessness. The incumbent will develop best practices for temporary shelter, permanent housing, supportive services, and management of encampments on and adjacent to state transportation corridors. Serves as a co-lead on statewide issues related to homelessness, in collaboration with the Statewide Homelessness Manager in the Division of Maintenance, with a focus on improving ongoing local engagement and developing longer-term solutions to complex issues and policy matters relating to homelessness. The incumbent has skills in leadership and organization, interest in supporting the Department's and Program's strategic goals and vision, and a commitment to advancing equity through all efforts. This position requires knowledge of the transportation planning processes. The Sr. TP serves as a subject-matter expert within the Department and Program on transit activities. The incumbent must be knowledgeable of the Department's mission, vision, goals and policies.

CORE COMPETENCIES:

As a Sr Transportation Planner, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Equity, Integrity)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Equity, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Advance Equity and Livability in all Communities - Equity, Integrity, Pride)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency, Advance Equity and Livability in all Communities - Engagement, Equity)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

ADA Notice

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30%	E	Works with Caltrans programs, the Homeless Coordinating and Financing Council (HCFC) and other partner agencies to identify and develop best practices for innovative solutions to reducing and ending homelessness, and to support implementation of solutions in state transportation corridors. Develops guidance and training for divisions and districts on engagement with local partners to plan and implement solutions, including for services and supports for people experiencing homelessness in disaster preparedness, response and recovery efforts. Provides recommendations to executive management on policy issues related to housing and homelessness.
25%	E	Serves as a Planning & Modal Program liaison within Caltrans for integrating rail and transit planning within Caltrans initiatives, modal plan development, and policy analysis. Provides oversight and guidance for Caltrans input in regional plans and initiatives that impact passenger rail and transit connectivity.
25%	E	Supports engagement and effective working relationships between state and local agencies and Caltrans districts to address homelessness and implement solutions. Co-leads implementation of statewide action plans and strategies to address and end homelessness and supports internal coordination of action items working with the Statewide Homeless and Encampment Manager. Provides expert consultation and support on housing and homelessness to divisions and districts, including to strengthen external communication with state, local, non-governmental and other partners, as well as the public.
15%	E	Manages the coordination of leadership and partners to gain consensus and establish Caltrans' long-term objectives on homelessness. Researches and designs performance metrics to track, monitor and report on the effectiveness of trial innovative solutions. Analyzes and evaluates data and makes findings accessible through series of written documents. Incumbent may be asked to prepare data for geospatial analysis in accordance with the California Open Data Policy. Where possible, the incumbent leverages data of partner organizations to inform the design of innovative solutions and messaging and framing.
5%	M	Develop and provide expertise on various housing and homeless service delivery models and funding sources, as well as anti-displacement strategies. Identify and support implementation of anti-displacement strategies in Caltrans plans and project delivery. Maintain awareness of housing programs at the local, state and federal levels that can be leveraged for rehousing persons experiencing homelessness in the Caltrans rights-of-way.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The Sr. TP serves as a specialist and does not supervise, but may be required to act as lead in coordinating special projects and may provide guidance to staff to direct work production within the Program.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must possess knowledge of the Department's mission, vision, and strategic goals; principles and practices of public administration, budgeting, personnel, planning, program management and evaluation; Planning and Modal Programs functions; laws, rules, and policies of the State of California and the Federal government relating to program delivery functions. The incumbent must have the ability to prioritize based on risk and impact to the Department and identify administrative or managerial issues or conflicts in program direction and respond with good solution options; high level of expertise in effectively communicating (writing and oral), working cooperatively with all management and employee levels; negotiating resolutions to issues or problems accomplishing goals; being sensitive to and working with political interests; work in a fast pace environment handling multiple simultaneous assignments; interpret departmental policy and determine appropriate action to be taken; and develop and use effective performance metrics.

The incumbent should have knowledge of non-profit, City and County organizational and planning frameworks as they relate to homelessness and housing; federal and state housing laws and policies, technical terminology, and funding sources.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for taking independent action and initiative in carrying out regular assigned duties relating to developing guidance and solutions for addressing homelessness in transportation corridors.

The consequence of not considering all factors could be inconsistent or inappropriate decisions by management that could affect the ability of the Department to respond effectively to the growing challenge of homeless encampments on and adjacent to state property. Errors in identifying and meeting internal and external customer needs could lead to providing inadequate information for program management and other legislative or legal requirements.

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PUBLIC AND INTERNAL CONTACTS

The incumbent must work closely with high-level management and middle managers to coordinate with, provide policy and guidelines and review of Headquarters and district personnel involved in developing and managing the Planning and Modal Program deliverables. Works with the California Transportation Agency, the Legislative Analyst Office, Homeless Coordinating and Financing Council, Housing and Community Development Department, and the Governor's Office to coordinate Programmatic responses to inquiries and mandated reports.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time, using a keyboard and video display terminal or reviewing written documents. Sustained mental activity for report writing, auditing, problem solving, analysis and reasoning. Ability to multi-task, adapt to changes in priorities and ensure completion of tasks or projects given short notice, develop new insights into situations, foster a work environment that encourages creative thinking and innovation; to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles; must be able to develop and maintain cooperative working relationships; and demonstrate a sense of responsibility and commitment to public service.

WORK ENVIRONMENT

The incumbent will have the option to work remotely statewide. In the Headquarters office, the incumbent will work in a climate-controlled office under artificial lighting.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE